Deadlines for completed original to HR:
AS SOON AS POSSIBLE, no later than effective date or 10th of the month, whichever occurs first.

Purpose:
1. Must accompany Personnel Action Hire Form for Faculty appointments.
2. For additional faculty roles/appointments, the Employee Data Change Personnel Action Form should be completed and attached.

Practice Implications:
Separate approvals/signatures not required on this form when it accompanies the Personnel Action Hire Form or Employee Data Change Personnel Action Form.

Form Sections:

Personal Data
- Last Name
- Suffix - Sr., Jr., II, III, etc.
- First Name
- Middle Initial
- Employee ID #: Assigned by PeopleSoft.

Any employee can retrieve their own by following this path:
Employee Self-Service > View Checks and History > View Paychecks
The Employee ID# is listed directly under the Employee’s Name

Tenure/Continuing Contract Data:
- Status: Tenure Track: Tenure Eligible.
- Tenure at Time of Appointment: Board of Trustee approval required.
- Departmental peer committee approval required.

- Academic Rank:
  - Research Faculty Rank available at the ASSTP, ASSOC and PROF levels.

- Probation Start Date:
  - Begins the seven year probationary period. Tenure track appointments that occur after November 30 do not accrue service credit during that academic or fiscal year.

Tenure Home: The faculty member's academic home.

Discipline Code:
- PeopleSoft provided codes. Use following trail to find the list of discipline codes:
  Home, Develop Workforce, Manage Faculty Events, Use, Tenure Data.

Primary Function:
- The percent of time that a faculty member devotes to teaching.

Prior Credit:
- Three years maximum for Assistant and Associate Professor rank. Professors appointed without immediate tenure receive a two-year term with reappointment carrying immediate tenure. Deadline for Tenure Decision. AFUM contractual deadline for notice (June 30 in the sixth year of service).